



Zoning Bylaw Working Group

Date: August 7, 2019

Time: 8:30 AM to 9:30 AM

Location: Town Hall Annex, Second Floor Conference Room

Minutes

Present: Pam Heidell, Jenny Raitt, Stephen Revilak, Ralph Willmer, John Worden, Erin Zwirko.

Absent: Adam Chapdelaine, Mike Byrne, Charlie Kalauskas, Christian Klein, David Watson.

Guests: Don Seltzer.

The first item on the agenda was to review the draft Request for Proposals (RFP) to complete an economic analysis of the Industrial Zoning Districts. Erin reported on the background research she completed by contacting two consultants to discuss the feasibility of the scope of work and the estimated budget. She also noted that ZBWG members not present provided feedback on the draft RFP including that the recommendations should not be limited to changes to the bylaw, but should also consider amendments to the zoning map.

The members present discussed their feedback with the staff. Members present suggested that the project goals should be made clear from the start. The members discussed how the analysis could include certain scenarios, such as mixed-use, rather than just typical uses. John suggested that mixed-use with a residential component should not be considered for the industrial districts based on remarks made by Finance Committee Chair Allan Tosti prior to and during Annual Town Meeting. There was no consensus from the members on that point, only that the scope could remain open ended and that use could be eliminated at the time when zoning amendments are developed if appropriate. Members provided input on the various reports and documents to review and recommended adding links to the RFP for proposers to review. There was some discussion about the timeline. Erin noted that the RFP does not require the work to be completed in time for Annual Town Meeting in the spring, which everyone agreed would be a very ambitious timeline and would not benefit the project. There is desire to give the Redevelopment Board ample time to review any recommendations prior to needing to submit articles for Town Meeting. The group discussed that the RFP should note up to 3 meetings with the ARB and ZBWG would

be required. The members also discussed the qualifications outlined in the RFP. It was recommended to include private planning work as appropriate work experience in addition to municipal planning experience. It was also recommended that the RFP make clear that current staff members would be responsible with completing the work.

Erin requested that if there are specific edits that members send those items directly to her to incorporate into the RFP prior to posting.

Erin and Jenny discussed the various committee openings, including for the Design Review Working Group, the Arlington Heights Action Plan Implementation Committee, the Complete Count Committee, and the Sustainable Transportation Advisory Committee. These committee openings generally correspond to projects that the Department will be working on for the next year or so. Erin and Jenny also noted other projects include the Net Zero Plan and a Fair Housing Plan.

Ralph made a motion to approve the meeting summary from June 5, 2019. Steve seconded the motion. With the exception of Pam, who was not present at the June meeting, those in attendance approved the minutes as presented. The Working Group meets next on September 4, 2019.

Meeting adjourned at 9:30 AM.